



**Teacher: Required Beginning-of-the-Year Tasks**

Summary Years	Supporting Years
Attend Fall EE Orientation, <i>Initial Implementation Year and Summary Year</i>	
Complete your Self-Review	
Complete your Educator Effectiveness Plan (EEP)	Complete your Educator Effectiveness Plan (EEP)
Attend Planning Session	
Revise EEP if necessary	
Collect and upload evidence	Collect and upload evidence
Prepare for Announced Observation, complete your Pre-Observation Documentation	
Prepare for Post-Observation Conference, complete your Post-Observation Documentation	
Attend Post-Observation Conference	